

TO: Records Administration Branch 702 Magazine Building		FROM: (DIRECTORATE AND OFFICE) DDI [] (Hqs.)	STAT
SAFES		TOTAL NO. OF SAFES ON HAND	
2 Drawer (under desk)		(-) 2	8 -- 80.0 Sq Ft
2 Drawer (free standing)		(+) 5	26 260.0 "
4 Drawer (correspondence)		(*) 11	97 970.0 "
5 Drawer (correspondence)		(-) 10	17 170.0 "
All purpose (with doors)			
Map and Plan File			
Kardex (<u>17</u> Slides)		3	15.0 "
5 - Drawer Card (<u>5X8</u> size card; <u>50</u> inches per drawer)		1	13.0 "
- Drawer Card (_____ size card; _____ inches per drawer)			
OTHER (describe) <u>Four Drawer Safe - Combination each drawer</u>		2	20.0 "
CABINETS		TOTAL NO. OF CABINETS ON HAND	
4 Drawer (correspondence)		11	110.0 Sq ft
5 Drawer (correspondence)		(-) 10	24 240.0 "
Map Cabinet Sections		(-) 8	
Map and Plan File			
Kardex (_____ Slides)			
Safe-T-Stack Units			
10 - Drawer Card (<u>3X5</u> size card; <u>50</u> inches per drawer)		(-) 12	7 56.0 "
7 - Drawer Card (<u>5X8</u> size card; <u>50</u> inches per drawer)		(+1)	15 126.0 "
OTHER (describe)			
<u>Storage Cabinets</u>		33	410.0 "

Continue on reverse side

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type	36	161	6	1,880	5,640 -1,210 Sq Ft
Book Case Sections	33	26	3,4,5	64	176 -166.0
Tape shelves					
Conserv-A-File (roll out units)	36	66	6	264	792- 838.0
Conserv-A-File-V (stainless) Roll out Units	42	8	6	48	168- 90.0
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					
6 Rotary Card Files(Mortrized) 3X5 Cards					
Disposed					
Total Sq Feet occupied by Equipment					4,774

REMARKS:

Include number of secure and vault areas in which records are stored 9

Inventory of Reproduction Machines

Ditto Machine (515A Key)	---	1
Memograph Machine (515A Key)	1	
Thermofax (1016 Key)	1	
Xerox Machines		
No. 660 (303 Key)	1	
2400 (11th Floor Key)	1	
3600 (416 Key)	1	
4000 (1111 & 1011 Key)	2	
Microfilm - Reader-Printer (414 and 1014)	3	
Reader (1106)	1	
Total	12	

STATINTL

CER

30 July 73
DATE